

FOR OFFICIAL USE ONLY

Federal Response Plan

Alaskan Region ESF-1 Supplement

APPENDIX 1 TO ANNEX D: ANNOTATED REQUEST FOR FEDERAL ASSISTANCE

REQUEST FOR FEDERAL ASSISTANCE FORM (RFA)

Location:

Tracking Information

1	State: Disaster:		Request/Log Number: Date/Time Received:		2	
I. Assistance Requested						
3	Internal Reference #	Assistance Requested	QTY	Date/Time Needed	Deliver to: Name/Address/Phone	6 7
4						
5						
8	Requester/Phone Number: State Approving Official (If applicable):					
II. Description						
9	Assigned Agency: ESF-1					
10	Statement of Work:					
11	Shipping Date:					
12	Project Completion Date:					
13	Total Cost Estimate:					
14	OFA POC Name and Phone Number:					
III. Coordination (FEMA Use Only)						
15	Type: FEMA Project Officer/POC: Certifying Officer (funds availability):					
IV. Approval						
16	State Approving Official: Federal Approval Official:					
V. FEMA Use Only						
17	Mission Assignment Number: Amendment Number	Amt This Action: Cumulative Amt:	Date Obligated: Initials:		18 19	

RFA Annotation Key

- 1 *Disaster Number:* Provided by FEMA
- 2 *Request/Log Number:* Provided by FEMA
- 3 *Internal Reference:* Assigned by the ESF-1 Finance and Logistics section for internal ESF-1 tracking and accountability purposes.
- 4 *Assistance Requested:* Provided by the requesting agency. Must be specific enough to initiative action.
- 5 *Quantity:* Provided by requesting agency, where appropriate.
- 6 *Date/Time Needed:* The date and time the requested services or equipment are needed by the requesting agency.
- 7 *Deliver to:* Provided by the requesting agency. Must be specific. Used by ESF-1 to provide specific delivery instructions to tasked or contracted carriers.
- 8 *Requester and State Approving Official:* Identifies the point of contact at the requesting agency that can be contacted for further information or clarification. The name of a State Approving Official is **REQUIRED** on all RFAs originating from State, county, or local governmental agencies.
- 9 *Assigned Agency:* The lead ESF assigned to each action. Determined by FEMA
- 10 *Statement of Work:* Provided by the requesting agency. Must be sufficiently descriptive to enable appropriate tasking or contracting actions.
- 11 *Additional Information:* Provided by the requesting agency or entered by the ESF-1 action officer. Used to expand the Statement of Work, where needed. Useful for documenting commodity descriptions, to include weights, cubes, and other shipping information.
- 12 *Project Completion Date:* The date that the requested support was delivered or provided. Entered by ESF-1.
- 13 *Total Cost Estimate:* The estimated cost of the requested support. Determined and entered by ESF-1.

- 14 *OFA Contact Data:* The name and contact information of the ESF-1 contact responsible for the finance and accounting aspects of the RFA. Entered by ESF-1.
- 15 *Coordination:* Entries provided by FEMA as follows:
 Type: Must specify one of the following support categories:
- Direct Federal Support. Used primarily with requests originated by State or local governments. This entry also specifies the percentage of the State cost-share (if any).
Federal Operations Support. Used primarily for support provided to other Federal agencies. No cost-shares apply.
Technical Assistance. Used for technical support provided to states or other Federal agencies. No cost-shares apply.
- FEMA Project Officer:* Name of the FEMA point of contact.
Certifying Officer: Name and contact data for the FEMA finance officer certifying the availability of funds.
- 16 *Approvals:* Obtained by FEMA. The following approvals are required:
- State Approving Official: Signature of the State Coordinating Official (SCO) or authorized representative is required on all RFAs originating from State or local governments.
Federal Approving Official: Signature of the Federal Coordinating Official (FCO) or authorized representative is required on all RFAs, regardless of originator or type.
- 17 *Mission Assignment and/or Amendment Number:* Provided by FEMA.
- 18 *Amount:* Total amount of funds provided under the MA or amendment number. Provided by FEMA.
- 19 *Date Obligated:* The date that the funds provided by the MA were obligated by FEMA.

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